



Welcome to Wikispaces. In this handout, we will outline the simple steps that will get you up and running with your wiki. You will learn how to join your specific class Wiki, create a free student user account, edit a page, add links, images, and media to your page.

## 1. Create an account and join my IB Art Wikispace

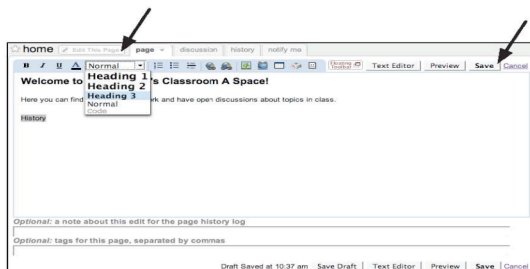
- Go to my IB Art Wikispace - <http://ib-art.wikispaces.com>. A sign in screen will appear – before you sign in or join my Wiki you need to click on **Create a new Wikispaces account**.
- Enter username, password and email address. Make your username identifiable as you will be able to create many subject specific Wikis with this username e.g. your first initial and last name
- Click **Yes** under **Make a Wiki?** Type in Wiki username – make this identifiable and Art specific e.g. Yourname\_Art
- Under **Wiki Type** select **K-12 Education** and tick certify in the box.

## 2. Wikispaces Getting Started Tutorial:

- When you go to your space, you will be taken into a Getting Started Tutorial. Go through the tutorial and get familiar with your Wikispace. Check that you are a member of my IB Art Wiki.

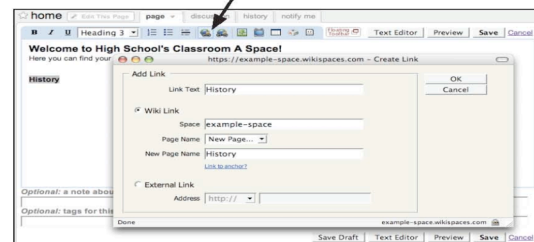
## 3. Editing a Page:

- ▶ Editing a page is easy. Just click the “Edit This Page” button at the top of the page, and an editor will open.
- ▶ You can easily format all of your text with bold, underline, italics, headings, and more.
- ▶ Once you are done editing, click “Save.”



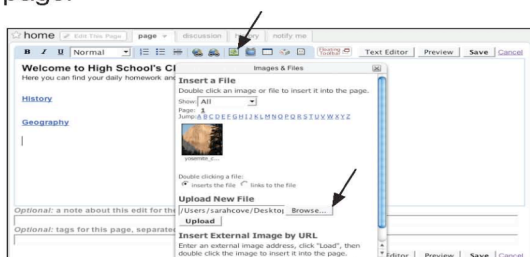
## 4. Adding Links:

- ▶ While in the Edit mode, you can also add links to other pages on your space or to other websites.
- ▶ Highlight the text you wish to link and click the earth icon in the toolbar.
- ▶ Another window will come up with an option to create a link.
- ▶ Once you have chosen the page name or web address for the link, click “OK.”
- ▶ To remove a link in the visual editor, put the cursor in the link and hit the broken link earth icon.



## 5. Adding Images and Files:

- ▶ Click the image icon which looks like a tree.
- ▶ “Browse” your computer for the image or file you wish to put on your page.
- ▶ Once you have found and selected the file, click “Open.”
- ▶ “Upload” the chosen picture or file. It will then appear under “Insert a File.”
- ▶ Put the cursor at the position on the page where you wish to put the image or file.
- ▶ Double click the image or file to put it on the page.



## 6. Adding Videos, Calendars or Other Widgets

- ▶ You can embed videos, audio, calendars, or a multitude of other web services on your pages.
- ▶ When editing any Wikispaces page, you'll see a button on the toolbar that looks like a television.
- ▶ Choose the type of object you'd like to embed, such as a video, calendar, or slideshow.
- ▶ There will be instructions for adding different programs. You can also paste the HTML from any embeddable web service into the box.
- ▶ Click “Save.”

